

Summary of Proposed Revisions to CAT Bylaws

General Revisions

- The elderly and persons with disabilities are now referred to as “the target population.” This summary of proposed revisions to the bylaws will use the term “target population.”
- “Regular” and “ex-officio” members are now referred to as “voting” and “non-voting” members, respectively. “At large” member(s) are voting members.
- Added revisions to change the number of “at large” members from one (1) to two (2).

Revisions by Section

I. Name. Added “(DTS)” after “Department of Transportation Services”

III. Goals and Objectives

- B. 1. The existing language for Sections III. B. 1. and III. C. 1. both address improving the efficiency of transportation service for the target population. Revised Section III. B. 1. to address the target population’s efficient use of transportation services & facilities. This would differentiate it from Section C. 1. which addresses efficient service planning & delivery.
- C. Deleted “at the lowest possible cost” as it is redundant with achieving efficient service.
- C. 2. Revised to “Maximize the use of all available non-City funding.”
- E. Revised “appropriate City, State and Federal requirements” to “applicable City, State and Federal requirements.”

VI. Membership

- A. Moved the existing Section VI. E. to VI. A. and renumbered the remaining sections.
- B. Revised the description of voting members to include non-profit corporations. Revised “...agencies who advocate for...” with “...agencies and non-profit corporations with an interest in, and knowledge about, transportation issues concerning...” the target population.
- C. For non-voting members, deleted the sentence “Membership shall be by appointment of the Director for a term coterminous with that of the Director prevailing.” This would remove the need for DTS and OTS staff and other standing members to submit letters of interest, for the Director to reappoint them by letter, etc. These members serve primarily as resources to the CAT. The current non-voting members are DTS and OTS staff; Honolulu Committee on Aging; Oahu Metropolitan Planning Organization (OMPO); State Department of Health, Developmental Disabilities Division; and the Disability and Communication Access Board (DCAB).
- D. For at large members, revised “individuals who make use of the City’s public transit services” to “individuals who use the City’s public transit services.
- F. In the first sentence, revised “...regular meetings...” to “...regular or special meetings...” Clarified that absences may constitute grounds for “a

recommendation to the Director” for termination of membership. Added “Voting members that resign from the Committee shall notify the Director in writing.”

VII. Officers

- A. Deleted the second sentence that limits voting members to serving as officers for a maximum of two consecutive terms.
- B. Added language to allow voting members to elect a Chairperson *pro tem* in the absence of the Chairperson and Vice Chairperson. Revised for clarity the language that allows the Chairperson to designate duties to each officer.
- C. Nominations and Elections. Removed the requirement that nominations and elections be held “in even-numbered years in June,” e.g., 2022, 2024, etc. Changed the allowable voting methods from “secret paper ballot or other method” to “roll call; by show of hands; by voice vote; or by unanimous consent.”

VIII. The Executive Committee

- A. Membership. Revised “...all of its subcommittees...” to “...any subcommittees...”
- B. 3. Revised “...regular Committee meeting...” to “...regular or special Committee meeting...”

IX. Subcommittees. Added language to require the Chairperson appoint a Chairperson for CAT subcommittees and specifying that subcommittees shall consist of at least three members, all of which shall be considered voting members of that subcommittee. Added language to require that subcommittee members be notified of meetings not less than six (6) days in advance. Added a definition of quorum for subcommittee meetings and subcommittee voting.

X. Meetings

- A. Revised the frequency of meetings from four (4) times a year to two (2) times a year for consistency with the Revised Ordinances of Honolulu. Removed language requiring the meeting held for the purpose of nominations and elections of officers to be held in June. Added the sentence, “Additional special meetings may be held as needed and as described under Section D below.”
- C. Revised the definition of “quorum” from “...A majority of regular members present, but not less than three (3)...” to “...A majority of voting members...” Added to the end of this section the clause, “; a majority affirmative vote of voting members shall be required to take any action.”
- D. Special meetings. Revised the first sentence from “...or as may be requested by at least three members of the Committee” to “...or as may be requested in writing to the Director by any three members of the Committee.”

XIII. Amendments. Revised to allow amendments to be submitted at special meetings as well as regular meetings, and for consistency with the proposed changes to the definition of “quorum.”

Added a new heading Section XIV., “Member List” to clarify that the following lists of members are not a part of the preceding Section XIII and renumbered the following sections accordingly.

- Updated the list to reflect current membership.
- Revised the at large members to reflect the proposed change from one (1) to two (2) at large members and made other miscellaneous, non-substantive revisions to update the list of voting member agencies.